

1610 - WAREHOUSE SUPERVISOR

NATURE OF WORK

Responsible clerical and supervisory work in the administration of a central city warehouse.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises and is responsible for the issuance of tools, parts, fittings, equipment and other stores materials. Oversees the receiving and storing of incoming parts and materials by proper storage layout and location system in the central warehouse.

Establishes and maintains all central warehousing records as required by the city which includes receiving reports, warehouse requisitions, purchase requisitions, perpetual inventory records and reports of any other records required by the city to maintain a balance of stock.

Prepares and submits monthly and special reports as required.

Authorizes payments for warehouse merchandise received.

Assigns responsibilities, schedules and plans personnel as required.

Ensures that all warehouse and storerooms are kept in proper condition.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of warehouse procedures and methods, and the use of those procedures as practiced by a municipality.

Knowledge of the nomenclature and use of automotive equipment parts.

Knowledge of the names and uses of hand and shop tools.

Knowledge of building materials and hardware.

Knowledge of the methods and procedures of receiving, recording, storing and issuing materials and supplies in volume.

Ability to act as administrator and operator of a central warehouse.

Ability to establish and maintain effective working relationships with vendors and other city employees.

MINIMUM REQUIREMENTS

Five (5) years full-time paid experience in the administration and supervision of a warehousing operation.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Normally no significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. May assist in

1610 - WAREHOUSE SUPERVISOR

unloading trucks and lift heavy objects when necessary.

SUPERVISION RECEIVED

General assignments are received from the Procurement Director. Work is performed with latitude for the use of independent judgment in the selection of work methods and resources and is subject to periodic review and inspection of work and through established accounting and inventory controls.

SUPERVISION EXERCISED

Assigns and is responsible for the work of Storekeeper I and II's, Stores Clerks and clerical assistants,

Rev. 10/98